



## **P-CARD APPROVING MANAGERS TRAINING**

### **LAW1210**

**(PWE Only Course)**

<b>PURPOSE:</b>	The Approving Managers P-Card Training is designed to train Approving Managers on the policies and procedures for use of the P-Card and the monthly statement reconciliation process.
<b>LEARNING OUTCOMES:</b>	Upon completion of this course participants will: <ul style="list-style-type: none"><li>• Know the policies and procedures necessary to purchase items using the P-Card</li><li>• Know the vendors to use with the P-Card</li><li>• Know how to make city purchases with the P-Card</li><li>• Know the monthly statement reconciliation process</li><li>• Know how to access the bank's system to review transactions</li></ul>
<b>CONTENT:</b>	The class will include <ul style="list-style-type: none"><li>• Policies &amp; Procedures</li><li>• Preferred vendors</li></ul>
<b>METHODS:</b>	Presentations, exercises, and group discussion.
<b>LENGTH:</b>	1 1/2 hours / 1 Session
<b>AUDIENCE:</b>	P-Card Approving Managers
<b>PREREQUISITES:</b>	Must be appointed as a P-Card Approving Manager
<b>CEU CREDITS:</b>	Not offered for this course